

SECRET

R.S.P.

20-60

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE OFFICE OF NATIONAL ESTIMATES



SECRET

ORGANIZATIONAL LIST FOR OFFICE NATIONAL ESTIMATE

OFFICE	ITEM NUMBERS
ASSISTANT DIRECTOR	1-5
ADMINISTRATIVE OFFICE	6-9
READING ROOM	10-14
CHIEF OF ESTIMATE STAFF	15-20
UNITED STATES INTELLIGENCE BOARD (This office is now under DDI--having transferred Sept. 15, 1958)	
ESTIMATE STAFF, SPECIALIST GROUP	24-27
BOARD OF NATIONAL ESTIMATES	28-29
PUBLICATIONS	30-33
INFORMATION CONTROL	34-36

33 items - 298.7 cu ft.

Perm 37.8
Temp. 210.4
Books 50.5

SECRET

7/6/61

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RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 20-60 for
the Office of National Estimates is approved
and authority hereby given to implement the
disposition instructions contained thereon.

Preparation and Review:

[Redacted]

21 July 1960

[Redacted]

11 August 1960
Date

Approval:

[Redacted]

Chief, Records Management Staff

August 11 1960
Date

25X

~~SECRET~~

RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100140006-5

SECRET

SCHEDULE NO.

20 - 60

25X

CONCURRENCE

OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Office of Assistant Director

SIGNATURE

Chester L. Cooper

TITLE

DAD/NE

DATE

1 July 1960

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

OFFICE SUBJECT FILE

6.0

Consists of correspondence, reports, cables, memoranda and other papers reflecting policy, decisions, and procedures for the coordination, evaluation and production of intelligence estimates. File contains such subjects as ONE Diary, Coordination Process, Estimates Program, External Research, Meetings, Notices, Career Service, Briefing Notes, Organization and others. File also contains folders maintained by addressee or source for internal CIA communications, cables and other agency communications. Filed alphabetically by subject. (1959 to Date)

A. SUBSTANTIVE AND POLICY MATERIAL -

B. TRANSITORY AND ADMINISTRATIVE

C. CHRONO READING FILE

An extra copy of outgoing communications maintained as a convenient reference file for the Staff. Notations as to file location of documents is made. Used as an index to the Subject File. Filed chronologically. (1959 to Date)

1.0

Transfer to the Reading Room when file becomes inactive; retain in Reading Room for one year then transfer to the Records Center. Subject to review before transfer to Records Center. Disposal or retirement to be authorized by office of AD/NE.

Permanent.

Temporary.

Permanent. Disposal not authorized. Cut off at the end of each calendar year and transfer to the Reading Room. Transfer to the Records Center with corresponding subject files.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100140006-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5		
2	STAFF MEMORANDA FILE Consists of extra copies of staff memos written by members of ONE Staff on various subject matters. File maintained for reference purposes for the Assistant Director and the Deputy. Record copies maintained by the Chief, Estimates Staff. Filed numerically by memo number. (1959 to Date)	.2	Temporary. Destroy at the end of one year.
3	WORKING FILE These are working papers, reference publications and copies of correspondence relating to matters of current or continued interest to the Assistant Director.	3.0	Temporary. Destroy or retain upon review at the end of one year.
4	REFERENCE PUBLICATIONS FILES A. Consists of published copies of National Intelligence Estimates, and Special Intelligence Estimates maintained for reference purposes for the Assistant Director and Deputy Assistant Director of Office of National Estimates. Record copies filed in Item 17. Filed numerically by estimate number. B. Consists of drafts of estimates and contributions to estimates which are currently in process. Files reflect the progress or status of the estimate and are used for reference purposes by the Assistant Director. Official Development File maintained by the Reading Room (Item 10b). Filed by estimate number. (Current)	6.0 1.5	Permanent. Reference file. Temporary. Destroy upon publication of estimate (except that sole record copies of documents will be transferred to the Reading Room for incorporation into the Development File (Item 10b).
5	UNITED STATES INTELLIGENCE BOARD Consists of extra copies of ⁴⁵⁷⁸ documents Agenda, Minutes, Progress Report. Filed under Folder Titles as listed above for reference. (current)	1.0	Temporary. Destroy when no longer needed for reference purposes.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5		

RECEIVED FOR RELEASE 2005/11/21 : CIA-RDP78-00457A000100140006-5

SECRET

SCHEDULE NO.

25X

OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Administrative Office

SIC

TIT

Admin Off

1 July 1960

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
6	ADMINISTRATIVE SUBJECT FILE Consists of correspondence, forms and other documents reflecting the administrative support functions carried on for Office of National Estimates. Specific folders include such subjects as Travel, Personnel Actions, Recruitment, Position Description, Training, Security, Budget and other subjects reflecting housekeeping functions. These files are used for administrative purposes and are essentially duplicated in other offices having the primary administrative functions for the Agency. Filed alphabetically by subject. (1958 to date)	2.0	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Reading Room, hold for two years and destroy.
7	SERVICE RECORD CARD FILE Consists of OF Form 4b "Employee Record Card" containing recorded personnel actions, training courses attended and other notations. Cards are maintained in lieu of Personnel Folders and are used for personnel administration in Office of National Estimates. Filed alphabetically by surname. (Current)	.1	Temporary. Destroy upon separation from the Agency; upon intra-agency transfer, forward to gaining office.
8.	CABLE FILE Extra copies of cables that are maintained as reference copies for the AD and his Deputy. Filed chronologically. (Current)	.2	Temporary. Destroy when no longer needed for reference purposes.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00457A000100140006-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS	
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5			
9	MAIL CONTROL FILES	SECRET		
	Consist of a record of the receipt and dispatch of all classified material within the Office of the Chief, including cables, top secret documents, [redacted] draft estimates, and other types of classified material. (1958 to date)			
	A. Top Secret Log.		.1	Temporary. Disposal not authorized. Retain indefinitely in current files area.
	B. Secret and Below logs.		.5	Temporary. Destroy after 3 years. Cut off at the end of each year; retain in current files area for one year and transfer to the Reading Room.
	C. Cable Logs.	.1	Temporary. Destroy after one year. Cut off at the end of each year; retain for one year and destroy.	
		SECRET		
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5			

RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5

SCHEDULE NO.

20-60

CONCURRENCE

OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Support Staff, Reading Room

SIGNATURE

TITLE

DATE

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

10

NATIONAL INTELLIGENCE ESTIMATES FILES

A. Published Copy. This is an extra copy of all published National Intelligence Estimates, Special Estimates and Special National Intelligence Estimates prepared by this office and maintained for reference purposes. Record copies filed in Item 17. Filed by Estimate Number.

(Current)

10

Temporary. Destroy when no longer needed for reference purposes.

B. Development File. This is the record set of background material accumulated during the development of an intelligence estimate. Contains consumer's request (if any), terms of reference, copies of all contributions, comments on contributions and other documents pertaining to the development and preparation of a finished National Intelligence Estimate or Special Estimate. Filed numerically by Estimate Number.

(1958 to date)

18

Permanent. Disposal not authorized. Transfer to the Records Center 2 years after completion of Estimate.

C. Development Files (Temporary). Consists of extra copies of Contributions, terms of reference and other material collected during the development of an estimate. Maintained for reference purposes until official record set is received. Filed numerically by Estimate Number.

(Current)

1.0

Temporary. Destroy upon receipt of official record set.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
11	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5</p> <p>REFERENCE PUBLICATIONS FILES</p> <p>These are reproduced or published copies of publications collected and maintained for information and reference purposes. Publications are non-record value and additional copies are retrievable from publisher or issuing office. (Current)</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div> <p>c. National Intelligence Surveys. Consists of published copies of NIS's maintained for reference purposes. Filed numerically by NIS Number.</p> <p>d. Publications of other Government Agencies. Consists of publications received from State, Army, Navy, Air, NSC, Department of Defense and other agencies of the Government. Filed by source and type publication.</p> <p>e. Magazines and Newspapers. Consist of commercial magazines and newspapers such as Newsweek, Harpers, Time, Life, Foreign Affairs, The Economist, U. S. News and World Reports and others. Filed by title.</p>	<p>1.</p> <p>1.</p> <p>19.</p> <p>1.0</p> <p>6.</p>	<p>Temporary. Retained in Reading Room for 2 years, then destroyed.</p> <p>Temporary. Retained in Reading Room for 2 years, then destroyed.</p> <p>Temporary. Return to Supplemental Distribution when no longer needed for reference purposes.</p> <p>Temporary. Destroy when one month old.</p> <p>Temporary. Destroy when no longer needed for reference purposes.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5</p> <p>SECRET</p> <p>f. Special Restricted Documents. Consists of material which relates to other files maintained in the Office but required to be segregated because of classification and for security reasons. (1958 to Date)</p>	4.0	Temporary. Return to OSI for disposition when no longer needed.
12	<p>LIBRARY MATERIAL</p> <p>Consists of reference books such as Encyclopedia Britannica, The World of Learning, Minerals Yearbook, Yearbook of the United Nations, the United States in World Affairs, and similar books collected and maintained for reference purposes.</p>	20	Temporary. Return to CIA Library when no longer needed for reference purposes.
13	<p>TOP SECRET LOG</p> <p>Consists of a record reflecting the receipt and disposition of all Top Secret documents in the Reading Room. (1958 to Date)</p>	.2	Temporary. Disposal not authorized. Retire to the Records Center after 3 years.
14	<p>SPECIAL INTELLIGENCE FILES</p> <p>a. Reference Publications File. Consists of extra copies of special intelligence publications prepared by various offices in ONE and the Agency and by other USIB agencies. These publications are maintained separately for operational purposes and are essentially duplicated in the Library. Filed by area.</p> <p>b. Mail Log. Consists of log recording the receipt and disposition of all operational intelligence. Filed chronologically. (1958 to Date)</p>	<p>2.0</p> <p>.3</p>	<p>Temporary. Destroy when no longer needed for reference purposes (except that instruction for the return of specific documents to source will be complied with).</p> <p>Temporary. Cut off at the end of each year; retain in current files area for 2 years and transfer to the Records Center. Records Center may destroy at end of 5 years total.</p>
	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5</p> <p>SECRET</p>		

RECORDS CONTROL SENSITIVE 2005/11/21 : CIA-RDP78-00487A000100110006-5

SECRET

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

Estimates Staff

OFFICE OF NATIONAL ESTIMATES--Office of the Chief

SIGNATURE

TITLE

DATE

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

15

STAFF SUBJECT FILE

2.0

Consists of memoranda, notices, minutes of meetings, reports and other papers which reflect the function of the staff in coordinating evaluating, and producing Intelligence Estimates. Specific documents include memos to Board of National Estimates, DCI, USIB representatives and General Group, minutes on Editorial Board proceedings, minutes on Princeton Meeting, Post mortum studies, and similar subjects. Essential material is duplicated in Items #1 and 6. Filed by subject.

(1958 to Date)

Temporary. Destroy after 2 years. Cut off at end of each calendar year; retain in current files for 2 years and destroy.

16

STAFF MEMOS

1.0

Consist of record file of memoranda written by members of the Estimates Staff on various subjects. Memos are written for action by the Board, or for information of the Board; some memos may develop into an estimate. File consists of ~~TOP SECRET~~ secret documents and is maintained as the record set for ONE. Filed by memo number.

(1958 to Date)

Permanent. Record file disposal not authorized. Retain in current files area for one year; transfer to Reading Room, hold one year and retire to Records Center.

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
17	<p>INTELLIGENCE ESTIMATES FILES</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5</p> <p>a. Published record copy. Consists of copies of finished National Intelligence Estimates together with field comments (retained on a selective basis). Filed by Estimate Number. (1958 to Date)</p> <p>b. Development File. Consists of copies of contributions, drafts, terms of reference, and other papers collected in developing an estimate. Material sent to Reading Room where it becomes the official Development File for ONE. Filed by estimate number. See Item 10B. (Current)</p>	<p>2.0</p>	<p>Permanent record file. Retain in current file area for 2 years; then transfer to the Reading Room for retention one year and then to Records Center permanent files.</p> <p>Permanent. Disposal not authorized. Transfer to the Reading Room 1 month after Estimate is published. Hold 2 years in Reading Room. Retire to Records Center. See Item 10 B.</p>
18	<p>NATIONAL SECURITY COUNCIL FILES</p> <p>a. These are copies of final NSC reports, Progress Reports, and amendments to the Reports. Filed by report number. Copies of Final Reports are forwarded to OCB. Record copies maintained by DDI.</p> <p>b. Extra copies of drafts of supporting material to the reports and amendments. Maintained for reference purposes. Filed numerically.</p> <p>c. Determination File. Copies of directions for carrying out policies of NSC reports. Filed numerically. (Current)</p> <p>d. Records of Actions. These consist of the minutes of Council meetings. Filed chronologically. (Current)</p> <p>e. This file consists of minutes of Planning Board Meetings, NSC agenda for council meetings, reports on status of projects, and other related papers. Maintained for reference purposes. Filed chronologically.</p>	<p>9.3</p> <p>1.0</p> <p>.3</p> <p>.4</p> <p>.4</p>	<p>Temporary File Only--6 months</p> <p>Temporary. Except for final reports, documents are retained in current files area and, when no longer needed for reference purposes, are destroyed.</p> <p>Temporary. Destroy 6 months after final report is published.</p> <p>Temporary. Destroy 6 months after final report is published.</p> <p>Temporary. Destroy after 6 months.</p> <p>Temporary. Destroy after 6 months. Maintain a 6 month level and destroy material when 6 months old.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5</p> <p>COMMUNICATIONS CONTROL LOGS</p> <p>A. These are retained signed copies of Top Secret Logs recording receipt and destruction of top secret material. .2 Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>B. This is a record of the receipt and disposition of all classified NSC material. Filed chronologically. (1951-1960) .3 Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>C. Logs maintained on all other material classified below top secret. Maintained primarily for security purposes. Filed chronologically. (1959-1960) .3 Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.</p> <p>D. NIE Number Log. This log records the number assigned to an estimate, the subject title, and date of publication. Used to maintain control on NIE numbers. (1951-1960) .1 Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>E. Mail Receipts. (Pouch Receipts) Lists of material sent by pouch. Filed chronologically. .1 Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.</p>		
20	<p>HISTORY RECORD OF NATIONAL INTELLIGENCE ESTIMATES</p> <p>This file consists of copies of forms on which is recorded the status of NIE's from the time of initiation until final publication. A copy is placed in the development file, Used in preparing budget estimates and cost studies. Filed numerically. (1956-1960)</p>	.2	Temporary. Destroy after 5 years. Cut off at end of each calendar year; retain in current files area for 5 years and destroy.

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RECORDS CONTROL SCHEDULE 5
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

OFFICE OF NATIONAL ESTIMATES - UNITED STATES INTELLIGENCE BOARD

TITLE

DATE

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

USIB was transferred to DDI on September 15,
1958.

Items 21 - 23 have been deleted from
ONE's record schedule.

~~SECRET~~

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5

RECORDS CONTROL SCHEDULE 5

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

OFFICE OF NATIONAL ESTIMATES - Estimate Staff, Specialist Group

SIGNATURE

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
24	INTELLIGENCE ESTIMATES FILES A. Development Files (Temporary) Extra copies of material contained in the development files maintained by each area for background and reference purposes. The record copies of development files are transferred to the Reading Room (Item 10b). B. Published Copy. Contains copies of published Estimates maintained in the areas of origin for reference purposes. Filed by Estimate Number.	15.2 3.2	Temporary. Destroy when Estimate is published. Temporary. Destroy when no longer needed for reference purposes.
25	RESEARCH AND REFERENCE FILE Consists of extra copies of Cables, FBIS, State dispatches, CIA publications, Weeka reports, Intelligence Digests, newspapers and various other documents and publications collected in the preparation of Intelligence Estimates. Used for reference purposes. Material maintained by each area due to geographical and subject variations. Filed categorically by type of reference material. (Current)	97.0	Temporary. Destroy when superseded, obsolete or no longer needed for reference purposes.
26	LIBRARY MATERIAL These are bound books, technical manuals, and similar publications used for reference purposes. Included are Political Handbooks, various countries, and technical journals, on foreign affairs.	30.5	Temporary. Return to OCR Library when no longer needed for reference purposes.

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
27	<p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5</p> <p>SECRET</p>		
	<p>TOP SECRET LOGS</p> <p>These are signed copies of logs maintained on movement of top secret material within or outside the area.</p> <p>(1952-1960)</p>	<p>.8</p>	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>

RECORDS CONFIDENTIAL SCHEDULE 5
 Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

OFFICE OF NATIONAL ESTIMATES - Board of National Estimates

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
28	<p>REFERENCE PUBLICATIONS FILES</p> <p>These are copies of the terms of references, contributions, drafts and final copies of estimates produced by ONE, and extra copies of other reference materials used in developing estimates. Maintained for reference purposes.</p> <p>A. Two complete sets of the published Estimates maintained for the convenience of the Board. Filed by Estimate Number.</p> <p>B. Development files maintained on estimates in process. Each board member maintains a set as his working file.</p> <p>C. Extra copies of reports produced by other offices, Daily Digests, Staff Memos, memos to the various Intelligence Committees, minutes to various meetings and the programs of the Board. (Current)</p>	<p>4.0</p> <p>1.5</p> <p>2.0</p>	<p>Temporary. Destroy when no longer needed for reference purposes.</p> <p>Temporary. Destroy when final Estimate is printed.</p> <p>Temporary. Destroy when obsolete or when no longer needed for reference purposes.</p>
29	<p>TOP SECRET MAIL LOG</p> <p>Retained copies of logs maintained on the movement of Top Secret material in and out of the area. Maintained for security purposes. (1950 - 1960)</p>	<p>.3</p>	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>

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RECORDS CONTROL SCHEDULE 5
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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

OFFICE OF NATIONAL ESTIMATES - Publications

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
30	INTELLIGENCE ESTIMATE FILE These are copies of the National Intelligence Estimates, Special Intelligence Estimates, and Special National Intelligence Estimates. They consist of published copies of Estimates, and top secret signature sheets. Filed numerically by Estimate number. (Current)	.5	Temporary. duplicate file. Send to Reading Room for reference use at end of each three months.
31	MASTER COPY FILES A. This file consists of the drafts used in developing Estimates, Staff Memos, Memoranda to the Boards, internal notices, post mortums, and other ONE publications. Used for running off additional copies when required. (Current) B. Extra copies of all printed matter held for supplemental distribution. Filed categorically by type of publication.	2.0 1.0	Temporary. Destroy after 6 months. Review files weekly and destroy material over 6 months old. Temporary. Destroy after publication of NIE to which copies relate.
32	DOCUMENT RECEIPTS These are signed copies of Document Receipts maintained on material transmitted within the Agency or to other government agencies. Filed chronologically. (1958 to date)	1.2	Temporary. Destroy after 2 years.

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
33	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5		
	<p data-bbox="316 1045 763 1073">COURIER RECEIPTS FOR CLASSIFIED MAIL</p> <p data-bbox="256 1094 836 1171">Copies of mail receipts signed by couriers in picking up all classes of mail for delivery to addressees. Filed by courier number.</p>	1	Temporary. Destroy after 3 months.

REMOVED FROM RELEASE 2005/11/21

SECRET

P78-00487A000100110006-5

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

OFFICE of NATIONAL ESTIMATES - Support Staff/ Information Control

TITLE

DATE

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
34	<p>COMMUNICATIONS CONTROL FILES</p> <p>Records of all classified material, including top secret, received and dispatched by the office. Maintained primarily for security purposes. Filed by type of material and chronologically thereunder.</p> <p>A. Top Secret Number Log. Maintained to control block of TS numbers assigned to ONE. Used in assigning numbers to documents origination within ONE and to contributions received from other Agencies. (1958 to date)</p> <p>B. Top Secret Cable Log. Signed copies of receipt and disposition of incoming cables. (1958 to date)</p> <p>C. Top Secret Logs. Retained signed copies recording receipt, internal movement and disposition of top secret material, other than cables. Copy forwarded to Top Secret Control Officer. Logs maintained by source, numerically and chronologically for convenience of reference. (1958 to Date)</p> <p>D. Logs maintained on cables classified as secret or below recording receipt and destruction dates. (1959 - 1960)</p>	<p>.1</p> <p>.2</p> <p>.2</p> <p>2.1</p>	<p>Temporary. Disposal not authorized. Retired to Records Center when 2 years old.</p> <p>Temporary. Disposal not authorized. Retire to Records Center when 2 years old.</p> <p>Temporary. Disposal not authorized. Retire to Records Center when 2 years old.</p> <p>Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.</p>

SECRET

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5			
34	COMMUNICATIONS CONTROL FILES <u>CONTD</u>		
	E. Logs maintained on other documents and administrative material. Filed by incoming source or type of document and chronologically thereunder. Also lists destruction dates. (1959-1960)	1.0	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
	F. Intellafax Cards. 3 x 5 cards accompanying material received fro OCR. Due to great bulk of material received daily these cards are maintained for log and control purposes. Contains complete record of routing of documents and destruction date. Filed by source, country, and year and numerically by report number. (1959 - 1960)	1.0	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
	G. These are 3 x 5 cards which supersede the intellafax card system. Cards are used to log receipt of intelligence reports and to maintain record of disposition either by destruction or routing outside ONE. Filed by document number. (Current)	.5	Temporary. Destroy after 1 year. Place in inactive file when report is disposed of; retain for one year and destroy.
35	MAIL RECEIPTS		
	A. Document Receipts. These are retained signed copies of classified document receipts prepared by this office for distribution of classified material to other offices and IAC community. (1958 to date)	.6	Temporary. Destroy after 2 years.
	B. Courier Receipts for Classified Mail. These are copies of classified mail receipts (Form 35-16) signed by couriers for pick-up of material for delivery to addressees. Filed chronologically.	.5	Temporary. Destroy after 3 months.
Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5		
35	MAIL RECEIPTS: POUCH RECEIPTS Transferred to Office of the Chief Estimates Staff. See Item 19E		
36	TRANSITORY FILES These files consist of classified documents cables, and reports which were circulated through ONE for information or to be used in producing Estimates and are returned for disposition or destruction. a. Top Secret Cables received from the State Department, Army, CIA, and others. Maintained as a ready reference. Filed chronologically. (Current) b. All other cables held for one month for reference purposes. Filed chronologically. (Current) c. Classified reports and documents which were used in preparing Estimates, now returned from the areas for destruction after final estimate is published. Record copies in the Reading Room. Filed by categories.	.5 4.0 2.0	Temporary. Maintain 1 month level. Return to Cable Branch when 1 month old. Temporary. Destroy after 1 month. Maintain 1 month level. Thereafter destroy material when 1 month old. Temporary. Destroy immediately upon return from areas.
	Approved For Release 2005/11/21 : CIA-RDP78-00487A000100110006-5		